

Aquatic Manager



Job Code: 3451
Grade: 130
Reports to: Aquatic Facility Director
Salary Range: \$53,941 - \$83,951
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional work supervising the City's aquatics program and overseeing the operation of the City's swimming pool and related facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for selection, training, and setting performance standards for subordinates and for the continuous monitoring of expenditures. The employee works under general supervision with latitude for independent judgment in developing, administering, and supervising lifeguard programs and activities. Supervision is exercised over subordinate full-time and seasonal staff.

ESSENTIAL FUNCTIONS

Planning, organizing, overseeing, and supervising aquatic programs, staff, and operations; advising the director on aquatic matters; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Develops aquatic programming, provides for necessary equipment, supplies, and staff.
- Observes the operation of the City pool complex, monitors the performance of lifeguards and water safety instructors, tests water quality, and ensures observance of safety regulations.
- Plans, develops, and implements training programs and handbooks, ensures instruction programs are properly conducted.
- Develops and publicizes rules and regulations.
- Develops services, curriculum, and training courses for patrons.
- Schedules facilities for various ongoing programs and classes.
- Responds to citizen complaints or inquiries regarding pool operation or programs.
- Interviews potential employees, recommends hiring and disciplinary actions.
- Trains and evaluates program personnel.
- Promotes aquatics programs in the media, prepares press releases and flyers.
- Supervises and participates in pool opening and closing maintenance routines.
- Assists with preparation of program budget and monitors expenditures.
- Coordinates registration for aquatic programs.
- Reviews and prepares records and reports on pool operation and program activities.
- Inspects physical plant operations, checks pumps, lines, filter equipment, bath and locker facilities for proper condition, makes minor repairs or calls for service.
- Coordinates and supervises cashiering and banking functions.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of aquatics programming and the physical operation of plant equipment of swimming pool; thorough knowledge of the philosophies, principles, and practices of professional recreation work; thorough knowledge of first aid and life saving methods and safety precautions used in aquatic recreational work; ability to efficiently schedule and coordinate use of pool facilities; ability to operate personal computer and systems; ability to establish and maintain effective working relationships

with associates and with the activity participants; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of subordinates.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) years of progressively knowledgeable and skilled experience in the field as a lifeguard, swimming instructor, or in related aquatics work, at least one (1) year of which shall have been in the direct supervision of an open water safety program; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

SPECIAL REQUIREMENTS

- Possession of Standard First Aid or EMT certification, CPR, AED, Pool Operator, Swim Instructor, and nationally recognized lifeguard Certificates.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.